

SCHOOL EMERGENCY DRILLS DOCUMENTATION FORM

Type of Drill

- ☒ Fire Drill (5 required)
☐ Tornado Safety Drill (2 required)
☐ Shelter in Place Drill
☐ Lockdown (3 required)

Name of Reporting School: ~~High School~~ Lincoln Elementary

Name of person conducting drill: Tiffany Yatzek

Title of person conducting drill: Principal

Date of Drill: 9/15/22 Time drill was held: ☐ AM ☒ PM

Exact time required to evacuate/shelter/secure: 1:15

Total Participants: All of Lincoln Elementary

This report is for emergency drill # 1 for school year 22-23

Remarks: Three minutes for full evacuation
All clear and return to classroom at 1:20

Drill was coordinated with:

- ☒ Emergency Management Coordinator

[Name & Title:] Karen
AND Reset system at 1:19

- ☐ Law Enforcement (County Sheriff or Chief of Police or Designee or MSP)

[Name & Title:]

OR

- ☐ Fire (fire chief or designee)

[Name & Title:]

Principal's Signature _____

* Approved Alternative Sign by Admin Asst. _____